Priced Proposal Instructions:

1	**Before you get started!**
1.01	Gather all of the necessary MDOT CS's, JN's, contract numbers, authorization numbers, etc.
1.02	To use the full functionality of this file, make sure you enable editing and macros if prompted.
1.03	For projects with multiple JN's: Determine if MDOT wants 1 priced proposal / authorization with multiple JN's or separate priced proposals / authorizations, one for each JN.
1.04	PRIME FIRMS are responsible for developing one compiled priced proposal spreadsheet file for the entire team. SUBs will also use this spreadsheet to generate the necessary information for the prime firm and sign the completed pdf documents.
1.05	For Amendments or Revisions - See the information below regarding Amendments and Revisions before proceeding!
1.06	If you have subconsultants, consider the following work flow: Communicate the Project Information and your firm's basic information (name, initials, contact information) to the SUB. The SUB will use the template file to develop their draft 5101C and 5101E as necessary and submit to the PRIME (or Tier 1 SUB). The PRIME FIRM will be responsible for incorporating all SUB information in the master priced proposal then generate the necessary forms (PDF) for SUBs to verify and sign (5101S, 5108, 0182S, 5101C & 5101E).

2	**INFO Worksheet:**
2.01	Complete the PROJECT INFORMATION section. For the original priced proposal, select "Original" next to "Version". If this is for an amendment see Amendment section below. If the contract/authorization number is unknown, the priced proposal may be submitted without it. When the authorization is approved, be sure to add the number in this file before invoicing.
2.02	Complete the CONSULTANT TEAM INFORMATION section by entering all relevant information for your firm. If certain data does not apply, leave the cell blank. Do not include "N/A" in the cell. Select the contractual relationship you have on this project. PRIME FIRMS, select your own firm name. Tier 1 SUB's, select the PRIME FIRM's name. Tier 2 SUB's, select the Tier 1SUB you are working for.

3	**TASK&CLASS Worksheet:**
3.01	Verify the tasks in the MASTER TASK LIST. If additional tasks need to be added, include them at the bottom of the list in the yellow highlighted area.
3.02	Complete the MASTER TASK LIST. Once the tasks are verified, select or type "Y" in the column to the right of each task that applies to the project. This may be obtained from the RFP.
3.03	Verify the MASTER SERVICES CLASSIFICATION LIST. If services need to be added, include them at the bottom of the list in the yellow highlighted area. If a firm is providing services for which there is no prequalification, make sure to add the service they are performing such that the services of every firm are represented on this list.
3.04	Select the services from the MASTER SERVICES CLASSIFICATION LIST that apply to this project. This is done by assigning a number in the column to the right of each applicable service. The number should represent the order as presented in the RFP. The Primary Classifications are listed first then the Secondary Classifications followed by non-prequalified services.
3.05	Complete the MASTER SERVICES CLASSIFICATION LIST by selecting or typing "Y" next to the service (row) under each firm (column). List only the services being performed. Do not list all of a firm's prequalifications.

4	Automation Options (After completion of INFO and TASK&CLASS Worksheets)
4.01	To isolate the only worksheets that need to be completed by your firm, select your firm's name at the bottom of the INFO Worksheet (cell B49) and select the "Hide Unused Worksheets" button at the bottom of the INFO Worksheet.
4.02	To unhide all worksheets, select the "Unhide All Worksheets" button at the bottom of the INFO Worksheet.
4.03	Note: Do not select the "Hide Unused Rows, Columns & Worksheets" button until all worksheets are completed. If this button was selected by mistake, select the "Unhide All Rows, Columns & Worksheets" button.
4.04	Troubleshooting - If a worksheet is shown when it shouldn't, change the "TRUE" in cell A1 on that worksheet to "FALSE" to hide it. Similarly, if a worksheet is hidden when it shouldn't, change the "FALSE" in cell A-1 on that worksheet to "TRUE" to show it. If you have to do this, it is likely that an error was made in the data entry process.

5	Initiate 5101B and 5101C Forms / Worksheets:
5.01	To initiate 5101B and 5101C, input all staff information in the LABOR section including classifications, names or codes (if applicable), and hourly rates. If the method of payment for a firm is LSUM, MILE or UNIT COST skip this portion of the instructions and proceed to "Complete 5101B and 5101C Forms / Worksheets (LSUM, MILE, and UNIT payment methods)".
5.02	PRIME FIRMS complete 5101B (B) and SUBs complete 5101C (C1). Both worksheets are completed in the same manner. PRIME FIRMS will collect all C1's from SUBs and copy the information into the appropriate C (1-24) worksheet.
5.03	For worksheets B or C, list the staff or classifications that are assigned to the project. For B and C1 this is done by listing the names, classifications and rates in the "STAFFING INFORMATION TABLE" below the form. This area is intended to be used as a rate database for priced proposals for a given time period (year). Since many firms function both as a prime firm and as a subconsultant on different projects, this database is provided for whichever role your firm may have.
5.04	For Overtime: Include one line for the person or classification at their regular rate and add a second line showing their premium rate. Also, add the prefix "(OTP) -" to the classification or person representing the overtime rate. In the E worksheet, assign hours to the classification at the regular rate and the premium rate. The total hours between these two classifications shall represent the total hours budgeted for that person or classification. The rate charged for the regular hours will be at the regular rate and the rate charged for overtime hours would be at the regular rate plus the premium rate (eg 1.5 x reg rate = time and a half).
5.05	If there are more staff to show than there is space provided, use the COMPOSITE RATE CALCULATION table below the STAFF RATE TABLE to calculate average rates for similarly classified staff assigned to the project. Use these average rates and classifications in the STAFF RATE TABLE. See Exhibit B or C1. The COMPOSITE RATE CALCULATION must be included with the priced proposal.
5.06	In the LABOR section of the form, to show classification and code, select "Code" from the menu in cell C10. To show classification and names, select "Name" from the menu in cell C10. To show classifications only, select "0" from the menu in cell C10.

6	Complete 5101E Form / Worksheet:
6.01	If the derivation of consultant costs are based on hours, 5101E must be completed per task, person and JN.
6.02	All E worksheets reference the TASK&CLASS Worksheet. If there is an error, make the correction there.
6.03	Review the information included in E (project information, firm name, classifications, tasks, and JN's)
6.04	Enter the hours for each classification per MDOT JN to the right of column T. The area left of Column T summarizes the hours for all JN's.
6.05	Once completed, select the "collapse" button at the top of column T to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column U.

7	**Complete 5101D Form / Worksheet (PRIME FIRM only):**
7.01	Exhibit D should be automatically completed if all Exhibit E's were done correctly.
7.02	Once completed, select the "collapse" button at the top of column V to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column W.
7.03	Verify that the information is correct by comparing to each E worksheet.
7.04	Before printing, make sure the print area and number of pages is correct. Adjust the page breaks to maximize clarity and that information is grouped appropriately.

8	**Complete 5101B and 5101C Forms / Worksheets (ACFF, LSUM(A), MILE(A), LDHRLY, & AC payment methods)**
8.01	Verify that the hours for each classification are correct and match exhibit E. Also, verify that the cost totals for each category match in E and B or C.
8.02	Escalation: If the schedule of this project exceeds 12 months, the anniversary or milestone dates will be completed automatically based on the anticipated start and service completion dates on the INFO worksheet. Enter the anticipated % of effort between milestones of the project. The maximum escalation rate allowed per year is 2%.
8.03	Overhead and FCCM Rates: These rates are reported from the INFO worksheet. If there is an error, make sure the rates are properly reported on the INFO worksheet. If your firm does not apply overhead to the premium portion of overtime labor, select "do not apply" in cell C48. Otherwise, leave this cell blank or select "apply". Also note the premium overtime rate as it relates to the regular rate. For example "time and a half" would be a factor of 1.5 times the regular rate.
8.04	For Other Direct Costs (ODCs), add the ITEMS in cells B62-B92, add the UNIT PRICE in cells E62-E92, and add the UNIT in cell F62-F92. In columns L,N,P,R,T,V,X,Z,AB, & AD add the QTY for each ITEM for each JN. The total QTY will show in column J. The total price will be shown on the form for all JNs in column H.
8.05	Once completed, select the "collapse" button at the top of column O to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column Q.

9	**Complete 5101B and 5101C Forms / Worksheets (LSUM, MILE, & UNIT payment methods)**
9.01	For Other Direct Costs (ODCs), add the ITEMS in cells B62-B92, add the UNIT PRICE in cells E62-E92, and add the UNIT in cell F62-F92. In columns L,N,P,R,T,V,X,Z,AB, & AD add the QTY for each ITEM for each JN. The total QTY will show in column J. The total price will be shown on the form for all JNs in column H.
9.02	For LSUM, MILE and UNIT Costs, add the ITEMS in cells B99-B148, add the BID PRICE in cells E99-E148, and add the UNIT in cell F99-F148. In columns L,N,P,R,T,V,X,Z,AB, & AD add the QTY for each ITEM for each JN. The total QTY will show in column J. The total price will be shown on the form for all JNs in column H.
9.03	Once completed, select the "collapse" button at the top of column O to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button at the top of column Q.

10	**Complete 5101 & 5101S Forms / Worksheets:**
10.01	If the Automation Options have been used above, these worksheets should be completed. Verify that the information is correct. If the information is not correct, make sure your firm's name is selected in cell B49 on the INFO Worksheet or correct the errors on the INFO or TASK&CLASS Worksheets.
10.02	5101 Form - Completed only by PRIME FIRMs.
10.03	5101S Form - Completed by all Tier 1 and Tier 2 SUBs.

11	**Complete 5108 Form / Worksheet:**
11.01	Completed by all firms using an overhead rate in the derivation of cost. Firms that are not using an overhead rate (LSUM, AC, UNIT, MILE, LDHRLY) do not use this form.
11.02	If the Automation Options have been used above, these worksheets should be completed. Verify that the information is correct. If the information is not correct, make sure your firm's name is selected in cell B49 on the INFO Worksheet or correct the errors on the INFO Worksheet.

12	**Submitting Draft SUB information to the PRIME FIRM for Data Compilation**
12.01	SUBs - Follow the instructions below for printing your firm's information to a PDF File (5101S, 5108, 0182(2), 5101C, & 5101E).
12.02	SUBs - Email the PDF file and excel spreadsheet (if requested) to the PRIME FIRM for processing.
12.03	PRIME FIRMs - Verify the information in the SUBs documentation and transfer to the master priced proposal file. This includes the INFO, 5101C and 5101E (if applicable) worksheets.

13	**5101A-1 Form / Worksheet (PRIME FIRM Only):**
13.01	PRIME FIRMs - Verify that all information is shown correctly. All firms providing services must be represented in this worksheet.
13.02	To aide the review process, select the "Collapse" button at the bottom of the A-1 worksheet to hide unused rows and columns.

14	**Form 0182(1) and 0182(2) Forms / Worksheets:**
14.01	PRIME FIRMs - Verify the 0182(1) and 0182(2) forms for accuracy and completeness. All information should be completed automatically.
14.02	DBE SUBs - Complete the 0182(2) form. Make sure you firm's name is selected in the INFO worksheet cell B49. This form should be automatically completed.
14.03	DBE PRIME FIRMS - Complete both the 0182(1) and 0182(2) forms. The 0182(2) form requires 2 signatures from the same firm. This could also be from the same person as long as that person has the necessary authority to sign on behalf of the DBE firm.
14.04	Once completed, select the "collapse" button to isolate only the rows and columns with information. To see all rows and columns select the "Expand" button in the macro box.

15	**Amendments or Revisions 5101A-2 Form / Worksheet (Amendments or Revisions Only)**
15.01	INFO - PROJECT INFORMATION section: select the appropriate modification number. Make sure the rest of the project information is the same as the original with updated dates. Add new derived JN's to the bottom of the list.
15.02	INFO - CONSULTANT TEAM INFORMATION section: Enter the same firms in the same order under the CONSULTANT TEAM INFORMATION section with updated OH and FCCM information (rates and dates). Add any new firms to the bottom of the list.
15.03	A-2 Worksheet: Enter the hours and cost information for the original and all previous modifications under the appropriate column. Select the proper type of modification.
15.04	Complete the steps above to develop a priced proposal for the amendment.

16	**Printing and Creating a PDF:**
16.01	<u>Option 1:</u> Once the information in all worksheets has been verified, select the "Hide Unused Rows, Columns & Worksheets then Save to PDF File" button at the bottom of the INFO Worksheet. When the prompt appears, make sure that the file name and file path are correct. Verify that all information is shown correctly.
16.02	<u>Option 2:</u> Once the information in all worksheets has been verified, select the "Hide Unused Rows, Columns & Worksheets" button at the bottom of the INFO Worksheet. Verify that all information is shown correctly.
16.03	<u>Option 2:</u> To Print, select all worksheets to be printed and press (ctrl+P) or "Print" from the File Menu.
16.04	<u>Option 2:</u> Review the preview of each page carefully before printing. Worksheets may be printed to paper for review (select a printer in your office).
16.05	<u>Option 2:</u> To create a PDF file, you may either select "Adobe PDF" as a printer in the print menu or select "Save as Adobe PDF" under the File Menu.

17	**Signatures**
17.01	The original priced proposal will only include digitally encrypted signatures from the PRIME FIRM.
17.02	SUBs - It is suggested that PDF files contain signatures that are raster images (without encryption). The preferred method is to sign the file digitally in Adobe, then print the PDF file to another PDF file to remove the encryption of the signature. This produces a smaller file size than printing and scanning. It also allows the PDF file to be merged with the other PDF files from the team as digitally encrypted signatures are deleted when merged with others. Printing, signing and scanning may be done as a last resort.

18	**Compiling the Final PDF Priced Proposal**
18.01	The PRIME FIRM will generate a Master Priced Proposal PDF file from the master excel file containing worksheets from all Tier 1 and Tier 2 SUBs except the signed forms from each SUB (5101S, 5108 and 0182(2)). The PRIME FIRM will insert all signed forms from SUBs in the appropriate order into the Master Priced Proposal PDF file. This may be done by opening both PDF files, viewing the "page thumbnails" in both files, selecting the appropriate sheets from the SUB, and "dragging and dropping" into the page thumbnail view of the Master Priced Proposal PDF file.
18.02	The PRIME FIRM must also include the work plans for each member of the team as well as the summary of the bidding process used to select non-prequalified team members.

19	**Submitting the Completed Priced Proposal to MDOT**
19.01	Once the compiled PDF file has been reviewed and is complete, email the PDF and the Excel file to the MDOT Project Manager to begin the negotiation process. It may be necessary to submit a revised PDF and Excel file.
19.02	The PDF file will be used by CSD for processing the priced proposal. The Excel file will be used by OCA to verify the calculations instead of manually entering all data.
19.03	To submit the Excel information, copy and paste the entire OUTPUT worksheet into a blank Excel file using paste special, values.